

**Policy for Subsidizing Graduate Student Travel to Professional Meetings**  
**School of Economic Sciences**  
**February 6, 2006**

The School of Economic Sciences (SES) receives operating funds from Washington State University each year, a portion of which may be used by the SES to help support travel by graduate students on a State Funded RA or TA to academic conferences and professional meetings (students who are on grant or IMPACT funding should consult their advisors for funding possibilities). Funding will be provided subject to availability, and will be allocated on a priority basis. The following criteria will be used to help determine when available *SES Graduate Student Travel Subsidies* will be approved, and the level of that support.

**Funding Eligibility and Priorities:**

1. A necessary condition for receiving a SES Graduate Student Travel Subsidy is that the student has *applied* to the Graduate School and to the relevant professional organization sponsoring the professional meeting for any student travel assistance that may be available.
2. Funding will be considered only for the major annual meetings of recognized major Economics and Agricultural Economics professional organizations (examples include, but are not limited to AEA, AAEA, WEA, and WAEA). National level conferences have a higher priority for funding than regional conferences. The SES Director will decide what constitutes a major organization and meeting.
3. Meetings and conferences that most directly advance the strategic goals of the SES will have higher priority for funding.
4. A maximum of one meeting per year, per student, will be eligible for a possible subsidy. No more than a total of two meetings will be eligible for subsidies for the duration of a student's SES Graduate Program.
5. The student must be presenting at least one paper at the professional meeting.
6. Students who are both presenting papers *and* interviewing for jobs will receive highest priority.

**Funding Levels:**

1. For students who have applied but did not receive any financial travel assistance from the Graduate School and/or other relevant professional organizations, the *SES Graduate Student Travel Subsidy* will be \$300.
2. For students who have received financial travel assistance from the Graduate School and/or other professional organizations, the *SES Graduate Student Travel Subsidy* will be whatever dollar amount that, when added to the funds received from the Graduate School and/or other professional organizations, brings the amount of total travel assistance up to \$400, *plus* an additional amount equal to 25% of the amount obtained from sources external to the SES, up to a maximum of \$100 additional.

For example, if a student received a \$320 travel grant from the Graduate School, the student would receive a \$160 subsidy from the School, consisting of \$80 to bring the \$320 amount up to \$400, plus  $(.25 \times \$320) = \$80$  additional, so that the total support for travel from SES and non-SES sources would be \$480.

3. The **maximum** *SES Graduate Student Travel Subsidy* in all cases will be \$300.

**Procedure for Requesting SES Graduate Student Travel Subsidy**

Travel requests should include the name and location of the meetings, the nature of the student's participation, and the dates of attendance. The application must also document the other types of student travel assistance that were potentially available for travel to the meeting and that were applied for by the student.

## **SES Reimbursement for Unused Subsidy**

Students who receive a SES Graduate Travel Subsidy but who do not attend the meeting for any reason other than medical illness will be expected to reimburse SES for the amount of the subsidy.